

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FINANCIAL INSTITUTION EXAMINER

JOB DESCRIPTION

Employees in this job complete or oversee a variety of assignments through annual examinations to evaluate and determine safe and sound operating practices of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes. These examinations may be completed in conjunction with the Federal Reserve, Office of Thrift Supervision, Comptroller of the Currency, Federal Deposit Insurance Corporation (FDIC), the National Credit Union Administration (NCUA) and/or other out-state regulatory agencies.

There are four classifications in this job.

Position Code Title – Financial Institution Examiner-E

Financial Institution Examiner 9

This is the entry level. As a trainee, the employee assists in the examination of state chartered depository and state licensed non-depository financial institutions while learning the methods of the work.

Financial Institution Examiner 10

This is the intermediate level. The employee performs an expanding range of professional Financial Institution Examiner assignments in a developing capacity.

Financial Institution Examiner P11

This is the experienced level. The employee performs a full range of professional Financial Institution Examiner assignments in a full-functioning capacity under the leadership of senior examination personnel in a small to medium state chartered depository and state licensed non-depository financial institutions.

Position Title – Financial Institution Examiner-A

Financial Institution Examiner 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, the employee functions as Examiner-in-Charge of medium to large, complex financial institutions, overseeing the work assignments of other professionals, or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

FINANCIAL INSTITUTION EXAMINER

PAGE NO. 2

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prepares comprehensive examination reports on the overall condition of financial institutions.

Reviews and analyzes the effect of jumbo certificate of deposits and institutional funds on financial condition and liquidity position.

Analyzes, evaluates, and rates the loan portfolio with consideration to the high risk associated with commercial lending, unsecured lending, and industry concentration.

Evaluates management performance of financial institutions' boards of directors and makes recommendations for improvement in performance.

Assists in the examination of trust departments.

Discusses findings of examinations with financial institution officials and/or boards of directors.

Researches federal statutes and other applicable statutes for potential violations of the law.

Reviews Collateral Mortgage Obligations (CMO) to determine the degree of risk associated with the underlying collateral assumed by the financial institution.

Prepares comprehensive examination reports on the overall condition of financial institutions.

Reviews and analyzes the effect of jumbo certificate of deposits and institutional funds on financial condition and liquidity position.

Analyzes, evaluates, and rates the loan portfolio with consideration to the high risk associated with commercial lending, unsecured lending, and industry concentration.

Evaluates management performance of financial institutions' boards of directors and makes recommendations for improvement in performance.

Assists in the examination of trust departments.

FINANCIAL INSTITUTION EXAMINER

PAGE NO. 3

Discusses findings of examinations with financial institution officials and/or boards of directors.

Researches federal statutes and other applicable statutes for potential violations of the law.

Reviews Collateral Mortgage Obligations (CMO) to determine the degree of risk associated with the underlying collateral assumed by the financial institution.

Maintains records, reviews reports, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions, as required.

Additional Job Duties

Financial Institution Examiner 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Financial Institution Examiner 12 (Senior Worker)

Performs, on a regular basis, professional financial Institution examiner assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of accounting principles, forms, methods, and practices.

Knowledge of financial institution examination policies and procedures.

Knowledge of state and federal financial institution laws, rules, and regulations.

Knowledge of business law, economics, finance, marketing and management principles.

Knowledge of investment securities products and risks.

Knowledge of financial management information systems.

FINANCIAL INSTITUTION EXAMINER

PAGE NO. 4

Ability to use good judgment to determine safe and sound examination techniques.

Ability to interpret and apply complex rules and regulations related to examinations.

Ability to collect, organize, verify, and analyze complex financial and operational data.

Ability to function as a member of a team.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain confidentiality of information.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, And Abilities

Financial Institution Examiner 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

The employee will be required to travel within and outside of the United States.

Physical Requirements

None.

Education

Possession of a bachelor's degree in business administration with a major in banking, accounting, economics, or finance, with a minimum of 8 semester hours (12 term credits) in accounting.

Experience

Financial Institution Examiner 9

No specific amount or type is required.

Financial Institution Examiner 10

One year of professional experience evaluating and determining safe and sound operating practices through annual examinations of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes.

FINANCIAL INSTITUTION EXAMINER

PAGE No. 5

Financial Institution Examiner P11

Two years of professional experience evaluating and determining safe and sound operating practices through annual examinations of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes.

Financial Institution Examiner 12

Three years of professional experience evaluating and determining safe and sound operating practices through annual examinations of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes.

Alternate Education and Experience

Four years of professional experience as a financial institution examiner for a federal financial regulatory agency, FDIC, a Federal Reserve Bank, FOLIC, NCUA, Office of the Thrift Supervision, Comptroller of the Currency, other out-of-state financial regulatory agencies, or an equivalent type of experience with a financial institution may be substituted for the required education at the 9 level; five years of such experience may be substituted at the 10-level; six years of such experience may be substituted at the P11-level; and seven years of such experience may be substituted at the 12-level.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
FINISTEXM	Financial Institution Examiner

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Financial Institution Examiner-E	FIEXME	NERE-172
Financial Institution Examiner-A	FIEXMA	NERE-194